



# Monthly Departmental Report

August 2015

---

***Finance Department***

***Human Resources***

***Information Technology***

***Park & Recreation***

***Planning & Community Development***

***Police Department***

***Fire Department***

***Public Works***

---

***Other Agency Reports***

---



# Finance Department

## Monthly Departmental Report

Through the Period Ended August 14, 2015

Activity	Status
<b>Operations</b>	
Successor Agency	On May 28, 2015, the Belmont Oversight Board adopted a resolution approving a revised Long Range Property Management Plan for outstanding government use property assets held by the Successor Agency in response to the Department of Finance's request for additional information to the Plan previously submitted. The action has been submitted to the Department of Finance for review and approval.
Economic Development	<p>The City's economic development consultant Keyser Marsten Associates (KMA) has developed options to maximize the inventory of Low-Moderate Income (LMI) property asset disposition/retention plan that will further the City's goals of affordable housing production and boost the City's downtown revitalization efforts. KMA is in the process of integrating their work to supplement the General Plan and Belmont Village Specific Plan efforts, as well as support the negotiations for the Firehouse Square target site.</p> <p>City Council has approved the Housing Element 2015-2023. Staff is working with 21 Elements on the Nexus Study and is planning for a study session once the consultant's work has progressed.</p>
Debt Management	The City Treasurer and staff are working on the issuance of sewer revenue bonds to finance improvements to the sewer system. Council will be asked to adopt a resolution stating their intention to issue the bonds at the August 25 <sup>th</sup> meeting.
Year End Close	<p>Staff has completed the process of closing the books on FY 2015 in preparation for the annual audit.</p> <p>Maze is currently in the Finance Department performing final tests, and will issue their opinion later this month. This schedule should accomplish the City's objective of early publication of its financial statements.</p>
Energy Efficiency Project	<p>Comfort International has completed the energy efficiency retrofit work at the Library and is preparing the rebate. Further savings are anticipated with additional programming and fine tuning of the system to maximize energy savings and efficiency levels. Retrofit work has now mobilized on City Hall.</p> <p>Cal West, the LED streetlight contractor, has completed 1000+ LED streetlight replacements.</p> <p>PG&amp;E has executed the On-Bill Financing application.</p>

## Reporting

Treasurer's Report	June report completed.
Monthly Budget Variance	June report completed.

# Human Resources Department Monthly Report July 2015

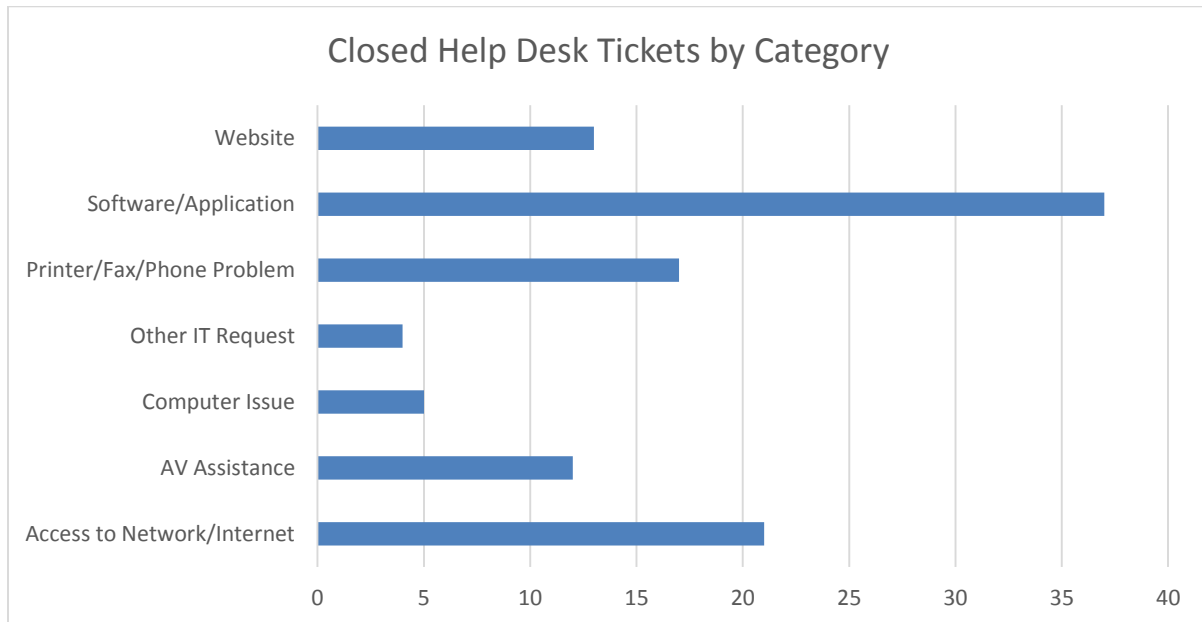


## Recruitment Summary

Position	Department	Filing Deadline	Status/Activity
Recreation Supervisor	Parks & Recreation	August 17, 2015	Application period underway
Maintenance Worker I/II	Public Works	August 24, 2015	Application period underway
Recreation Coordinator – Facilities	Parks & Recreation	September 4, 2015	Application period underway
Lateral Firefighter/Paramedic	Fire	TBD	Recruitment announcement forthcoming.
Maintenance Worker I/II	Parks and Rec	June 17	David DiBella appointed effective September 1, 2015

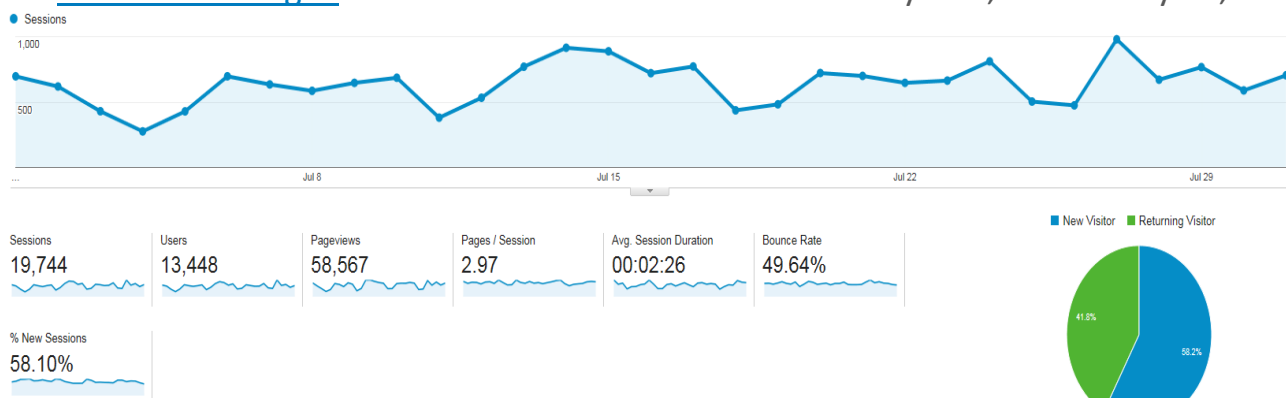
## Daily Operations:

- Service Requests: 109 Help Desk Tickets were received and closed by IT



[www.belmont.gov](http://www.belmont.gov):

Activity: Jul 1, 2015 – July 31, 2015



## **Major Projects:**

- Information Technology Strategic Plan

Staff is working with staff on final draft of plan

- Geographic Information Systems (GIS)

To ensure Belmont leverages the most out of intelligent mapping Jason Egger, GIS Coordinator III, attended the annual ESRI GIS educational conference.

- Expansion of Wireless Network

The Park & Recreation facility and “Cottage” were added to the City’s wireless network. Expansion to Barrett Community Center, the Lodge and Manor building are slated to occur in August. Marisa Martinez, Network Engineer is Project Lead.

- Police Records Management System

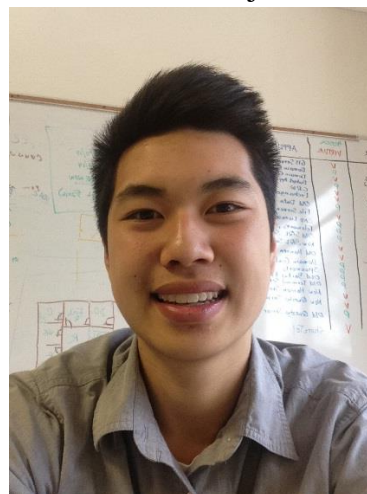
Vilma Mixco, Business Systems Analyst, successfully upgraded the Police record management system.

- Summer Internship Program

IT said goodbye to two Carlmont High School Interns, Vanessa and Matthew. Their accomplishments include learning network cabling fundamentals, GIS mapping intro, desktop tech refresh, video conversion and web upload, education in Excel functions & resume development. A big thanks to Vanessa and Matthew on a job well done.



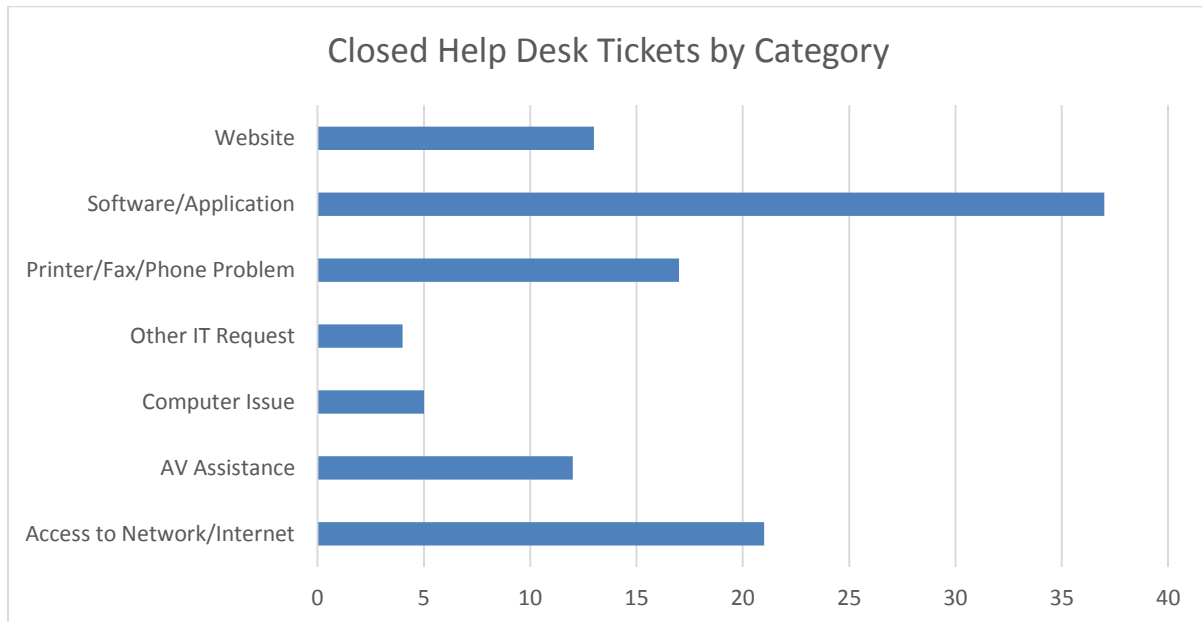
*Vanessa*



*Matthew*

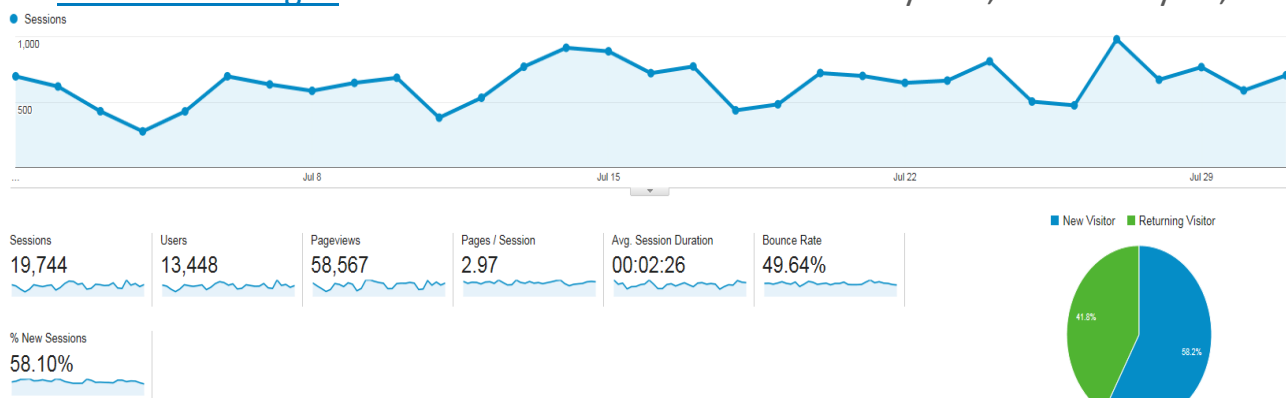
## Daily Operations:

- Service Requests: 109 Help Desk Tickets were received and closed by IT



[www.belmont.gov](http://www.belmont.gov):

Activity: Jul 1, 2015 – July 31, 2015



## **Major Projects:**

- Information Technology Strategic Plan

Staff is working with staff on final draft of plan

- Geographic Information Systems (GIS)

To ensure Belmont leverages the most out of intelligent mapping Jason Egger, GIS Coordinator III, attended the annual ESRI GIS educational conference.

- Expansion of Wireless Network

The Park & Recreation facility and “Cottage” were added to the City’s wireless network. Expansion to Barrett Community Center, the Lodge and Manor building are slated to occur in August. Marisa Martinez, Network Engineer is Project Lead.

- Police Records Management System

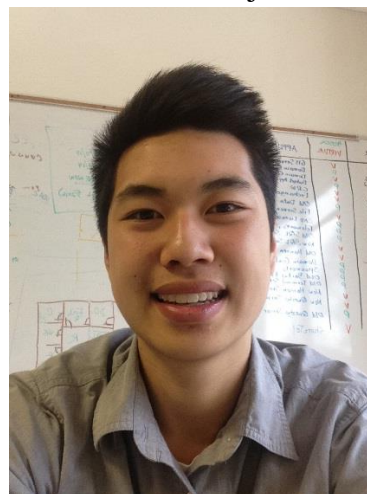
Vilma Mixco, Business Systems Analyst, successfully upgraded the Police record management system.

- Summer Internship Program

IT said goodbye to two Carlmont High School Interns, Vanessa and Matthew. Their accomplishments include learning network cabling fundamentals, GIS mapping intro, desktop tech refresh, video conversion and web upload, education in Excel functions & resume development. A big thanks to Vanessa and Matthew on a job well done.



*Vanessa*



*Matthew*



# Parks and Recreation Monthly Report – July 2015



## DAY CARE

### **BELMONT COMMUNITY LEARNING CENTER:**

The Community Learning Center has 66 children enrolled.

On July 14 Skyline Ceramics was on site for a Ceramics Workshop. The children enjoyed making bird nests.

On July 15 the children in classrooms 5 and 9 went on a field trip to Baskin Robbins for a scoop of ice cream. Three parents volunteered for the field trip.

Beach Portrait day was July 16. Children were photographed wearing beach/summer clothes.

The Perron family will provide a bounce house for all the children on July 30 for their son's Goodbye Party. Their son will be moving on to kindergarten.

The next PTO meeting is September 8 at 6:00pm.



## SENIOR SERVICES

### **PROGRAMS and EVENTS:**

~The Twin Pines Shuttle provided 207 one way trips in July.

~ There were 465 lunches served in the Twin Pines Café. A Birthday Lunch was held, celebrating everyone born in the month of July.

~Volunteers provided 550 hours of dedicated service at the Twin Pines Senior & Community Center.

~A Daytime Dance was held on July 10. The event was offered in partnership with Belmont's Nazareth Vista. "The Banjo Guys" provided live music and the crowd danced the afternoon away to patriotic and classic tunes. The free daytime dances are held on the second Friday of each month, and are offered in partnership with local agencies.

~July movies were attended by over 350 people, with new DVD releases, foreign films and the classics being shown.

~The Belmont Senior Club and the French Group each hosted Independence

## Parks and Recreation Monthly Report – July 2015



	<p>Day celebrations. Both events featured festive food, patriotic music and participants dressed in red, white and blue.</p> <p>~ “Munchies and a Museum”</p> <p>Seniors gathered for munchies and socialization at the Twin Pines Senior and Community Center. Next, the group took a short stroll over to the Belmont Historical Society. Historian Denny Lawhern gave a tour of the History Museum and Manor Building. The group took a trip down Memory Lane; remembering days gone by. Everyone left the event with a bit more knowledge of our rich history.</p> <p>~ Memory Loss Support Group</p> <p>Silverado Senior Living is partnering with the Twin Pines Senior and Community Center to offer a monthly support group for the community. The new group will provide assistance to persons experiencing memory loss and will meet from 1:00-2:30 on the last Wednesday of each month, beginning July 29.</p>
<b>RECREATION PROGRAMS AND CLASSES</b>	<p><b>ACTIVENET ONLINE REGISTRATION:</b></p> <p>The Parks &amp; Recreation Departments online registration program continues to successfully serve its customers. An increasing number of our customers are taking advantage of the convenience of registering online from their home, office or laptop. Online registration generated the following transactions:</p> <ul style="list-style-type: none"><li>• 532 enrollments were processed during the month of July, generating \$73,012 in recreation program revenue.</li><li>• 348 (65%) enrollment transactions were successfully processed online.</li><li>• Processed \$52,445 (72%) in program revenue via online transactions.</li></ul> <p><b>TEENS:</b> The youth engagement ad hoc committee met for the first time this month. Topics of interest were covered on how to get the youth population in Belmont more involved. We agreed upon pooling neighboring cities to see what works best for them and then applying that to fit the needs of Belmont. The committee also feels like focus groups will be beneficial, both youth and adult groups to get the most concise information. The committee is planning on meeting 1-2 times per month to keep information current.</p> <p><b>VOICES:</b> VOICES will resume meetings in September. Staff developed some marketing materials to ramp up the recruitment in August.</p> <p><b>YOUTH:</b> Camp S.O.A.R had 375 youth registered in camp sessions that started in July, and Middle School Camp had 116 registered during the same period. There were 322 youth registered for swim lessons of all levels during the month.</p>

## Parks and Recreation Monthly Report – July 2015



<b>RECREATION FACILITIES</b>	<b>FACILITY RENTALS:</b> <b>Facility Uses:</b> Barrett: 73 Complex: 13 Cottage: 7 Lodge: 10 TPSCC: 13 Manor: 8 <b>Picnic Rentals: 30</b>	<b>Total facility rental revenue:</b> <b>July - \$30,580</b>
<b>MEETINGS</b>	Barrett Community Center Fall Planning Meeting Belmont City Council Meetings Belmont Senior Citizen's Advisory Committee City Facilities Team Meeting Parks & Recreation Commission Meeting Recreation Division Staff Meeting San Mateo County Parks and Recreation Directors' Meeting San Mateo County Aging and Adult Services Providers Meeting Water Filtration Unit Meeting Youth Engagement Meeting	

## Parks Maintenance Activities

Location	Work Performed
Alexander Park	Repair to defective irrigation clock
Barrett Community Center	Install new drainage system behind room 1
Barrett Community Center	Graffiti removal from walls
Barrett Community Learning Center	Clear vegetable garden of weeds for preschool
College View	Irrigation repairs and landscape maintenance
Hallmark Park	Weed clearing/debris removal throughout park
Patricia Wharton Park	Shrub pruning and ivy removal from fenceline
Patricia Wharton Park	Remove lawn chairs and related debris from landscape area
Twin Pines Park	Run through irrigation system for functionality
Twin Pines	Landscape maintenance around City Hall in planters/beds
Twin Pines /Senior Center	Replace defective irrigation valve
Twin Pines/Manor Bldg.	Weed removal/shrub pruning in landscape beds around building
Citywide Maintenance	Chemical treatment of landscape areas throughout parks
Citywide Maintenance	Weekly mowing of passive lawns in city parks

**Parks and Recreation  
Monthly Report – July 2015**



## Athletic Field Activities

Location	Work Performed
<b>Fox Field</b>	Repair broken sprinkler line due to root intrusion
<b>Ralston Field</b>	Install new 70' base pegs for Belmont Blasters baseball team
<b>Ralston Field</b>	Fill potholes and topdress/seed bare spots
<b>Sports Complex/North Field</b>	Clean dugouts/grandstands for tournament
<b>Sports Complex/North Field</b>	Add red rock to bullpens
<b>Sports Complex/Marina Field</b>	Repair to sprinkler heads damaged by lawn mower
<b>Sports Complex/South Field</b>	Daily field prep for softball league games
<b>Sports Complex</b>	Weekly mowing of infield lawns/paint field lines
<b>Citywide Maintenance</b>	Aerovation of all sports fields

## Medians and R-O-W Activities

Location	Work Performed
<b>Belameda Kiosk</b>	Weed removal/ shrub pruning and chemical treatment for weed control.
<b>Gateway/Alameda De Las Pulgas</b>	Weed removal/shrub pruning. Irrigation adjustments
<b>Marine View</b>	Weed removal along fenceline
<b>Marsten Road/San Juan Canyon</b>	Remove eucalyptus debris from path and driveway
<b>North Road</b>	Weed removal/debris cleanup
<b>Ralston Ave./Ralston Ranch</b>	Installation of new smart control irrigation clock for Ralston Ave. landscape medians
<b>Vista Point</b>	Litter removal and adjust sprinklers
<b>Sixth Ave.</b>	Repair broken irrigation valve for trees
<b>St. James Rd.</b>	Weed removal/litter control along fenceline
<b>Hallmark Dr.</b>	Weed removal/litter control along fenceline and vista points
<b>Citywide Maintenance</b>	Chemical treatment for weed control on landscape ROW's
<b>Seagate Way</b>	Debris cleanup/tree and shrub pruning at dead end in landscape planters

## Open Space Activities

Location	Work Performed
<b>Water Dog Lake</b>	Assist Eagle Scout with materials and tools for stairway project

**Parks and Recreation  
Monthly Report – July 2015**



## Facilities Maintenance Activities

Location	Work Performed
Barrett Community Center	Reset Air Conditioning and reprogram thermostat
Barrett Community Center	Install new door stop
Barrett Community Center	Repair stage storage doors
Barrett Community Center	Repair running toilet
Barrett Community Center	Unclog classroom drain
Barrett Community Center	Install plywood backboard and rack for IT
Barrett Learning Center	Repair broken table
Barrett Learning Center	Install new photocell
CID Building	Secured exposed electrical wires in boxes
TPS&CC	Repair ice maker
TPS&CC	Repair leaking toilet handle
TPS&CC	Repair mini blinds
TPS&CC	Repair piano bench
Lodge	Repair running toilet
Lodge	Made repairs of building sprinkler system
Cottage	Rehang fire extinguisher
Park Office	Made repairs of building sprinkler system
Library	Replace broken outlet covers
Library	Reset beeping ballasts
Library	Install missing letter L on wall
City Hall	Place safe on safe stand
City Hall	Install keyboard
City Hall	Repair two door handles
City Hall	Repair leaking sink
Train Station	Install new telephone in elevator
Police Department	Reset Fire Alarm
Police Department	Repair leaking urinal
Police Department	Install modular unit
Police Department	Rewire door chime
Corp Yard	Install new door handle
Sports Complex	Rehang fire extinguisher
Sports Complex	Repair leaking toilet
Sports Complex	Repair clogged toilet

**Planning and Community Development  
Monthly Council Report  
August 2015**

<b><i>PROJECT DESCRIPTION</i></b>	<b><i>STAFF</i></b>	<b><i>CURRENT/FUTURE ACTIONS</i></b>
<b>Long Range Planning</b>		
<p><b><u>2035 General Plan Update (GP) &amp; Belmont Village Specific Plan (BVSP)</u></b></p> <p>This project involves a comprehensive update of the Belmont General Plan (GP) and will include a Belmont Village Specific Plan (BVSP).</p> <p><u>GP Previous Actions</u></p> <ul style="list-style-type: none"> <li>• The City's 2015-2023 Housing Element was adopted and certified by the State of California on 5/20.</li> <li>• GP Team hosted a Community Open House at the Belmont Library on 5/21 on the draft "Preferred Plan" and Key Policies (informed by cumulative research, public input sessions and community survey results) – good feedback provided to staff/consultant.</li> <li>• The Planning and Parks &amp; Recreation Commissions held a Preferred Plan study session on 6/2 – good feedback provided to staff/consultant.</li> </ul> <p><u>BVSP Focus – September</u></p> <ul style="list-style-type: none"> <li>• Launch and complete Task One - Project Start-Up &amp; Community Involvement Strategy;</li> <li>• Begin Task Two - Analysis of Opportunities &amp; Refinement of Existing Conditions.</li> </ul>	<p>de Melo and Dyett &amp; Bhatia (D&amp;B) - GP Consultants</p>	<p><b><u>GP key events/actions in July/August</u></b></p> <ul style="list-style-type: none"> <li>• Task 3 of the Dyett &amp; Bhatia contract - <i>Preferred Plan &amp; Key Goals</i> has been completed. On 8/3, a Joint City Council/Planning Commission study session #2 was conducted to review the revised Preferred Plan &amp; Maps. CC/PC provided good feedback, accepted the Preferred Plan, and concurred to move project forward to Task 4.</li> <li>• Task 4 - <i>Draft General Plan</i> is beginning. The full draft document will come together by the end of December - followed by a public review process.</li> </ul> <p><b><u>BVSP Actions/Events in July/August</u></b></p> <ul style="list-style-type: none"> <li>• Stakeholders list is in the works and interviews with Dyett &amp; Bhatia team will be scheduled in September.</li> <li>• Web site was launched at end of July: <a href="http://www.planbelmontvillage.com">www.planbelmontvillage.com</a>.</li> <li>• Three technical analysis / memorandums (Connectivity, Market Demand and Infrastructure) will be compiled by end of September.</li> </ul>



<b>Complex Development Review</b>		
<p><b><u>Firehouse Square</u></b></p> <p>The City has entered into an Exclusive Negotiating Agreement (ENA) with Sares-Regis Group of Northern California (SRGNC) to determine if a development plan could be achieved for the City-owned parcels (approximately 1.3 acres in size) in the Firehouse Square Block - located between El Camino Real and Fifth Avenue, and O'Neill and Broadway Avenue.</p>	<p>de Melo Scoles Fil Rennie</p>	<p>Initial Neighborhood Outreach completed. Next steps include submission of development review application and crafting of potential Development Agreement (DA) terms. <b>Exclusive Negotiating Agreement extended for 90 days to September 2015.</b></p>
<p><b><u>Autobahn Motors Dealership Expansion – 700 Island Parkway</u></b></p> <p>Project entails demolition of existing dealership and construction of a new 57K sq. ft. Sales Facility/Showroom building. Some service operations will move to 500 Harbor Boulevard (HIA area) currently leased by Autobahn.</p>	<p>de Melo</p>	<p>Planning Commission and City Council approved Planned Development Amendment and project environmental study in May 2014. Detailed Development Plan, Grading Plan, and Design Review approved by Planning Commission at 10/7/14 meeting. City Council approved Fence/Gate Plan at 10/28 meeting. <b>Potential project modifications being assessed by applicant (expansion of building).</b></p>
<p><b><u>576-600 El Camino Real – Proposed Mixed-Use (Commercial &amp; Residential) Development</u></b></p> <p>Project includes construction of a three story mixed-use building – 11,000 square feet of ground floor commercial space and 32 residential condominiums on the 2<sup>nd</sup> &amp; 3<sup>rd</sup> floors. An underground garage will serve the residential units and 32 at grade spaces will be provided for the commercial uses. The project includes an environmental study, Rezoning of the property to Planned Development (PD), and a Subdivision Map for the condominiums.</p>	<p>de Melo</p>	<p>Planning Commission conducted public hearings on 9/2 &amp; 9/16 for project entitlements and environmental study and recommended Council approval. City Council approved subject entitlements on 10/14. Design Review, Grading Plan, and CUP to establish Detailed Development Plan (DDP) submitted on 1/12/15.</p> <p>Planning Commission reviewed and approved Detailed Development Plan (DDP) on 6/2 and Grading Plan &amp; Tree Removal Permit on 7/7.</p> <p><b>Next step is submission of Final Subdivision Map for project.</b></p>
<p><b><u>490 El Camino Real (at Davey Glen – Proposed Mixed-Use (Commercial &amp; Residential) Development</u></b></p>	<p>de Melo &amp; Contract Planning Firm</p>	<p>Project currently under review by City Departments. Second round of site plan/architectural review completed. Project Environmental Study released for public</p>

Project includes construction of a multi-story mixed-use project – 5,000 square foot stand-alone single story commercial building and a separate four story building with 73 residential condominiums. An underground garage will serve the residential units and 20 at grade spaces will be provided for the commercial uses. The project includes an environmental study, Rezoning of the property to Planned Development (PD), and a Subdivision Map for the condominiums.		review on 4/20; review period ended on 5/20; minimal public/agency comments received.  <b>PC Public hearing for project targeted for 9/1 meeting.</b>
<b><u>Crystal Springs Uplands School (CSUS) – 6-8 &amp; 10 Davis Drive</u></b>  Project entails construction of new 60,000 sq. ft. middle school to accommodate 240 students. Project includes a classroom building, and all-weather surface athletic field. A gymnasium & covered pool is proposed in a later phase.	DiDonato & de Melo	<b>Draft EIR released for public review by mid-July. PC Study Session on Draft EIR scheduled for 8/18 meeting. Public hearings for project anticipated in Late Fall 2015.</b>
<b><u>Clear Channel Outdoor (CCO) – Shoreway Road</u></b>  Project includes installation of a two-sided digital electronic billboard for the City's Shoreway Road Pump Station property.	de Melo	Project environmental study released for public review/comment on 12/23/14 – review period ended on 1/22/15; no comments received.  <b>PC recommended CC approval of text amendments for digital billboards on City property on 7/21; PC also recommended CC approval of project environmental study on 7/21. Additional PC hearing scheduled in August for Design Review; CC public hearings will follow.</b>
<b><u>Marriott Springhill Suites Hotel – Shoreway Road/Cormorant Drive</u></b>  Development Review Application filed in March to construct a new 169-room Marriott Springhill Suites Hotel on the subject vacant 3.39-acre parcel. The proposed four-story hotel would be	de Melo	<b>Environmental Study released for public review on 8/3; public comment period ends on 9/2. PC public hearing anticipated in early October.</b>



approximately 91,465 sq. ft. in size and include meeting room space, food service amenities, an exercise room, and pool. The site improvements also include an entry court, outdoor patio areas, street-level parking, and parking lot/perimeter landscaping.		
<b><u>Hilton Homewood Suites Hotel – Former Empire Lumber site – 1201 Shoreway Road</u></b>  Development Review Application filed in June to construct a new 96-room Hilton Homewood Suites Hotel on the subject 1-acre parcel. The proposed five-story hotel would include meeting room space, food service amenities, an exercise room, and pool. The site improvements also include an entry plaza, outdoor patio areas, and street-level parking.	<b>de Melo</b>	Project submittal under review for completeness. <b>Next step is securing environmental consultant to prepare project environmental study.</b>
<b>Appeals</b>		
<b><u>AT&amp;T Wireless Facility – Public Right-Of-Way on Notre Dame Avenue /1920 Notre Dame Avenue</u></b>  Appeal filed on 12/23 by AT&T of Planning Commission decision (12/16) of proposed AT&T Wireless Facility Modification Project. City Council Public Hearing conducted on 2/10 – CC overturned PC decision and approved proposed wireless facility modifications in public right-of-way.	<b>de Melo Rose Rennie</b>	<b>Building permits for facility modifications submitted – revisions needed.</b>
<b>Successor Agency Projects</b>		

**Items shown in bold face are new since last month.**

*Items shown in italics are scheduled for next CC or PC meeting.*



**Permit Center  
Monthly Council Report  
July 2015**

<b>PERMIT ACTIVITY</b>	<b>RESULTS</b>	<b>COMMENTS</b>
Development Review Applications Received	<b>5</b>	<b>Planning Division</b>
Development Review Applications Approved	<b>1</b>	<b>Planning Commission Review</b>
Permit Applications Received	<b>125</b>	<b>Building, Plumbing, Electrical &amp; Mechanical</b>
Permits Approved	<b>120</b>	<b>Inclusive of above</b>
Permits Issued	<b>121</b>	
Inspections Performed	<b>394</b>	<b>Building Division</b>
Revenue Generated	<b>\$191,394.67</b>	<b>Development Services</b>
Department 210		

# BELMONT POLICE DEPARTMENT

## Monthly Activity Report for July 2015



### PERSONNEL

- 1 Recruit Officer started CSM police academy.
- 1 Police Officer began training in FTO program.
- 1 Police Officer progressing in FTO program.
- 1 Police Officer completed training in FTO program.

### OPERATIONS

<b>Arrests</b> 64	<b>Total Incidents</b> 2822	<b>Code Enforcement</b>	Admin Citations 6
<b>Citations</b> 544	<b>Reports Written</b> 179		Warnings 3
			Total Incidents 170

### COMMUNITY POLICING

<b>Abandoned Vehicle Report</b>	53 complaints (45 resolved within 96 hours, 8 were not)
<b>Child Safety Seats</b>	Community Service Officers inspected 8 car seats.

### ADMINISTRATIVE ACTIVITIES

<b>Chief DeSmidt attended meetings and participated in functions for:</b>		
• Coffee with the Cops	• Legislative Committee Conference Calls	• League of Cities Board Meeting
• Wounded Warrior Presentation	• BFD Keefe Retirement Dinner	• Cyber Threat Monitor Conference Call
• Staff Meeting	• City Council Swearing-in Ceremony	
<b>Capt. Halleran attended meetings and participated in functions for:</b>		
• Cal OES LHMP Workshop	• LHMP Planning Meeting	• CERT Coordinators
• EMA Board Meeting	• SMC Tech Committee Meeting	• First Aid CPR Update
• Strategy & Integration Committee Meeting	• Relay for Life	• Records & Communications Meeting
• City Council Swearing-in Ceremony	• Staff Meeting	• LHMP Planning Meeting 2
	• EMA Working Group Planning Day	• NDNU Training
<b>Capt. Psaila attended meetings and participated in functions for:</b>		
• Gang Task Force	• Wellness Committee Meeting	• Staff Meeting
• FBI National Academy Conference	• GTF Meetings	
• Meeting Re: Citizen Complaint	• Meetings with Sergeants	

### TRAINING

NAME	CLASS	DATE(S)
M. Cecchi	Vehicle Ops	July 7-8, 2015
T. Psaila	2015 FBINAA Conference	July 11-14
J. Lorenzini	Basic Motorcycle	July 13-24, 2015
D. DeSmidt	League of Cities Board of Directors	July 16-17, 2015
R. McGriff	WRAP Instructor	July 24, 2015
P. Kendall	Basic Police Academy	July 27, 2015 – January 21, 2016
Various	First Aid/CPR Training	July 28, 2015

### POLICE RESPONSE HIGHLIGHTS

- Upon responding to a suspicious person call, officers arrested a man for stealing several bottles of expensive liquor from multiple grocery stores.
- Officers located and identified two women who were acting suspiciously, knocking on house doors in a Belmont neighborhood. Later in the month, Detectives connected the two women to several mail thefts that had occurred in our town, as well as others, and they were arrested for the thefts and conspiracy to commit other crimes.
- Officers chased down and captured a man who had just stolen a computer from a computer shop on El Camino. The man was later charged with burglary, grand theft and resisting arrest.

# Belmont Fire Department



## Monthly Activity Report

For

July 2015

### Personnel

Retirements: None

Recruitments: Offer of Employment & Conditional Offer of Reinstatement Letters sent to three Firefighter candidates.

Promotions: None

### Operations

Emergency Response: For the month of July there were 212 requests for assistance as follows:

Incident Type	Total
Fire & Explosion	9
Overpressure/Rupture/Explosion	0
Rescue & Emergency Medical	140
Hazardous Condition	6
Service Call	12
Good Intent Call	31
False Call	13
Other Type of Situation	1
<b>Total</b>	<b>212</b>

Mutual Aid Received	30
Mutual Aid Extended	17

## **Community Outreach**

Administrative Battalion Chief Kent Thrasher attended meetings and participated in functions related to the following:

SMT Meetings \* FACT Meeting \* Fire Command Staff Meeting \* Development Application Review Process Committee Meeting \* FN6 Board Meeting \* NDNU Public Event Planning Meeting \* Labor Negotiations \* Fire Admin. Support Meeting \* Hazmat Team Overview Meetings for San Mateo & Foster City Firefighters \* Meeting with Industrial Emergency Council (IEC) on Hazmat Training Class \* Fire Operations Committee Meeting \* Meeting with Mid Pen Water District \* Fire Station 15 Remodel Meeting \* National Night Out Planning Meeting \* Meeting with Empire Lumber Site Representative \* Meeting with Firefighter Candidate \* New Hire Planning Meeting \*

## **Fire Crews Outreach**

Fire Personnel provided the following outreach/education to the community:

Engine 14 Show & Tell at “Pump it Up” Anniversary Event \* CERT Meeting at Station 14 \*

## **Training**

Fire Personnel attended the following training & exercise opportunities:

Hazmat Call Review \* Hazmat Team Overview for San Mateo & Foster City Firefighters \* Fire Operation Skills Rodeo \* Pre-Plans at Carlmont & Notre Dame High School

<b>Total Department Training Hours for Month</b>	151
<b>Average Training Hours by Shift for Month</b>	50.33

## **July Fire Prevention Activities**

<b>Activity</b>	<b>Total</b>
Annual Business & Apartment Inspection/Re-Inspections	0
New Business License Inspections	7
Plan Reviews	8
Project Plan Reviews	2
Fire Permits (Sprinkler or Alarm)	5



**Engineering Monthly Report  
Public Works Department  
August 14, 2015**

**PUBLIC WORKS SEWER PROJECTS**

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
<b>Sewer Force Main Evaluation</b>	Bozhena Palatnik	The report is under review.	Finalize report.	This project includes evaluation and condition assessment of the city's existing sewer force mains.
<b>2015 Sewer Rehabilitation Project</b>	Bozhena Palatnik	Project bid opening took place on July 22 <sup>nd</sup> . Five bids were received. One bid was rejected. City has published a Notice to Award to the lowest bidder.	Verifying contractor qualifications and routing contract for signatures.	Award contract.
<b>2015 Sewer and Storm Drain Improvement Project</b>	Dalia Manaois	Construction is substantially complete.	Complete punchlist items.	In order to minimize delays to the pavement reconstruction work, the sewer and storm drain improvements were removed from the Pavement Reconstruction Project and packaged separately in advance of the pavement work.
<b>Sewer System Management Plan (SSMP)</b>	Bozhena Palatnik	In order to comply with the State Water Quality Control Board requirements, City staff and selected consultants are updating the plan and its components.	Council approval for the adoption of the SSMP this fall.	Sewer System Management Plan is a comprehensive document describing policies and activities the City is using to manage its wastewater collection system effectively.

## PUBLIC WORKS STREET PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
<b>Pavement Reconstruction Project</b>	Dalia Manaois	Construction on upper Notre Dame and lower Notre Dame is underway.	Complete construction	Project includes \$534k in federal funds and \$150k in Measure A Grant funds for pedestrian and bike improvements.
<b>Old County Road Street Lighting (Phase II)</b>	Gilbert Yau	PG & E has substantially completed the design. The limit of Phase 1 is from San Carlos City limit to Masonic Avenue. A public meeting to discuss the project was held on July 22 <sup>nd</sup> .	Collect “Permission to Enter” forms from affected businesses/property owners.	Project to underground overhead utilities along Old County Road utilizing Rule 20A fund. The lack of RDA funding will require other fund sources to construct streetlight related improvements (City funded).
<b>Old County Road Pedestrian/Bike Project</b>	Gilbert Yau	95% plans have been prepared by consultant.	Complete design. Submit environmental studies to Caltrans for approval.	Project scope of work includes installation of new sidewalk to fill in gaps; install ADA compliant driveways and new bike facilities.
<b>Ralston &amp; Highway 101 Landscape project.</b>	Gilbert Yau	Staff met with Redwood City and discussed schedule and budget. Belmont and Redwood City need to reach an agreement on design and construction of improvements.	Project on hold.	Landscaping design will need to be modified based on available budget.
<b>Ralston Avenue Pedestrian Improvement Project</b>	Gilbert Yau	Staff returned comments to designer for the 65% plans. Caltrans approved environmental documents.	Complete design. Prepare right-of-way certificate. Obtain authorization from Caltrans for construction award.	Project to install new sidewalk along Ralston Avenue between South Road and NDNU entrance; relocate existing retaining walls.

## PUBLIC WORKS STORM PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
<b>Hillman Ave &amp; Ruth Ave Street and Storm Drain Improvement</b>	Gilbert Yau	Consultant prepared detailed conceptual plans for the detention system at Ruth Avenue.	Complete the design of the detention system and evaluate alternatives to reduce cost. Staff continues to look for grant opportunities to fund improvements.	This is an unfunded project. The total estimated cost for all drainage and road improvement is estimated at \$7.0 million.
<b>Ralston and Mountain View Storm Repair Project</b>	Gilbert Yau	Construction underway. The project is anticipated to be completed by late August.	Complete construction.	Project to repair 15” storm line on Ralston Avenue; add new storm lines and catch basin on Mountain View Avenue.

## PUBLIC WORKS DEVELOPMENT

PROJECT	STAFF	CURRENT ACTION	NEXT ACTION	COMMENTS
<b>Public Works Permits</b>	Diane Lynn	# of Engineering Permits issued: 24 # of Inspections assigned: 109	Ongoing	



DEPARTMENT OF PUBLIC WORKS

**Citizen Requests and Response Time Log**  
**July**

Citizen Concern	Total Requests	1 Hour	24 hrs	24hrs- Week	Scheduled	OverTime	Comments
Debris Pick-up							
Emergency Sewer Calls -after hours	4	4				4	
Emergency Storm Drain Calls-after hours							
Emergency Sewer Pump Station							
Graffiti/Vandalism	2		2				
Illicit Discharge	1	1					
Public Inquiry	16	16					
Sewer Repair							
Sewer Lateral/PLCO	18	18					
Sewer Overflow							
Sidewalk/curb and gutter	3		1	2			
Storm Drain							
Street Light	1			1			
Street Maintenance/ Potholes	5		1	3	1		
Street Signs	6		3	3			
Street Sweeping							
Traffic Signals	2		2				
Weeds/ shrubs/trees (within ROW)	5	1		4			
Storm Related Call							
Recology Calls	6	6					
<b>Total Requests/turn around time</b>	<b>69</b>	<b>46</b>	<b>9</b>	<b>13</b>	<b>1</b>		
<b>Percentage</b>		<b>67%</b>	<b>13%</b>	<b>19%</b>	<b>1%</b>		
Previous Month's Total	<b>83</b>	<b>65</b>	<b>9</b>	<b>8</b>	<b>2</b>		
Previous Month's Percentage		<b>78%</b>	<b>11%</b>	<b>10%</b>	<b>2%</b>		

**Public Works Department- Preventative Maintenance**

<b>Preventative Maintenance</b>	<b>Total #</b>	<b>Unit</b>
Sewer Line Cleaning Footage	37,045	feet
Storm Line Cleaning Footage	507	feet
Sewer Video Inspection Footage	6,221	feet
Storm Drain Video Inspection Footage	4,221	feet
Curb Miles Swept - mileage	572	miles
Vehicle Preventative Maintenance	19	vehicles
Vehicle Repairs	30	vehicles